



Cabinet Office

## CARBON REDUCTION PLAN GUIDANCE

### Notes for Completion

Where an In-Scope Organisation has determined that the measure applies to the procurement, suppliers wishing to bid for that contract are required at the selection stage to submit a Carbon Reduction Plan which details their organisational carbon footprint and confirms their commitment to achieving Net Zero by 2050.

Carbon Reduction Plans are to be completed by the bidding supplier<sup>1</sup> and must meet the reporting requirements set out in supporting guidance, and include the supplier's current carbon footprint and its commitment to reducing emissions to achieve Net Zero emissions by 2050.

The CRP should be specific to the bidding entity, or, provided certain criteria are met, may cover the bidding entity and its parent organisation. In order to ensure the CRP remains relevant, a Carbon Reduction Plan covering the bidding entity and its parent organisation is only permissible where the detailed requirements of the CRP are met in full, as set out in the Technical Standard<sup>2</sup> and Guidance<sup>3</sup>, and all of the following criteria are met:

- The bidding entity is wholly owned by the parent;
- The commitment to achieving net zero by 2050 for UK operations is set out in the CRP for the parent and is supported and adopted by the bidding entity, demonstrated by the inclusion in the CRP of a statement that this will apply to the bidding entity;
- The environmental measures set out are stated to be able to be applied by the bidding entity when performing the relevant contract; and
- The CRP is published on the bidding entity's website.

Bidding entities must take steps to ensure they have their own CRP as soon as reasonably practicable and should note that the ability to rely on a parent organisation's Carbon Reduction Plan may only be a temporary measure under this selection criterion.

The Carbon Reduction Plan should be updated regularly (at least annually) and published and clearly signposted on the supplier's UK website. It should be approved by a director (or equivalent senior leadership) within the supplier's organisation to demonstrate a clear commitment to emissions reduction at the highest level. Suppliers may wish to adopt the key objectives of the Carbon Reduction Plan within their strategic plans.

A template for the Carbon Reduction Plan is set out below. Please complete and publish your Carbon Reduction Plan in accordance with the reporting standard published alongside this PPN.

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<sup>1</sup>Bidding supplier or 'bidding entity' means the organisation with whom the contracting authority will enter into a contract if it is successful.

<sup>2</sup>Technical Standard can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991625/PPN\\_0621\\_Technical\\_standard\\_for\\_the\\_Completion\\_of\\_Carbon\\_Reduction\\_Plans\\_\\_2\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991625/PPN_0621_Technical_standard_for_the_Completion_of_Carbon_Reduction_Plans__2_.pdf)

<sup>3</sup>Guidance can be found at:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/991623/Guidance\\_on\\_adopting\\_and\\_applying\\_PPN\\_06\\_21\\_\\_Selection\\_Criteria\\_\\_3\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991623/Guidance_on_adopting_and_applying_PPN_06_21__Selection_Criteria__3_.pdf)

# Carbon Reduction Plan

Supplier name: .....Planned Link.....

Publication date: ...01 March 2025.....

## Commitment to achieving Net Zero

Planned Link is committed to achieving Net Zero emissions by 2050.

## Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

**Baseline Year:** 2024

### Additional Details relating to the Baseline Emissions calculations.

Our organisation has only recently assessed our emissions so our first reporting period is also our baseline emissions.

Our emissions are low and primarily come from supply chain impacts. As our employees are mainly working from their homes, we have substantially reduced heating, electricity, and travel emissions. Although in 3 different locations, those properties/homes are already producing average household emissions, but we have still effectively calculated the impact this percentage of remote work activities has within those standard home emissions. Our role as an employer is to educate our team on how to further reduce their own personal carbon footprint and take personal responsibility for their environmental impact along with making operational and supply chain changes to improve emission reduction.

**Baseline year emissions:** 2024

EMISSIONS	TOTAL (tCO <sub>2</sub> e)
Scope 1	0
Scope 2	0
Scope 3 (Included Sources)	11.5

<b>Total Emissions</b>	11.5
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## Current Emissions Reporting

<b>Reporting Year: 2024</b>	
<b>EMISSIONS</b>	<b>TOTAL (tCO<sub>2</sub>e)</b>
<b>Scope 1</b>	0
<b>Scope 2</b>	0
<b>Scope 3</b> (Included Sources)	11.5
<b>Total Emissions</b>	11.5

## Emissions reduction targets

This is Planned Link's first Carbon Footprint assessment and Carbon Reduction Plan

In order to continue our progress to achieving Net Zero, we have adopted the following carbon reduction targets.

We project that carbon emissions will decrease over the next seven years to 10 tCO<sub>2</sub>e by 2050. This is a reduction of 13%

## Carbon Reduction Projects

### Completed Carbon Reduction Initiatives

This is Planned Link's first Carbon Footprint assessment and Carbon Reduction Plan. We have begun to implement the below changes and are now monitoring effectiveness.

As a micro-team SME, our ultimate goal is to embed an environmentally sustainable and climate-friendly culture where carbon reduction considerations are routinely embedded into every business and personal decision.

This entailed looking at the existing social norms and perceptions around carbon reduction and calculating our current emission impact through reviewing remote work, employee travel, technology, waste, and energy use.

**We have already begun to implement some of the changes outlined in our futures measures below. These initial changes include:**

- Paperless business construct – digitally led with cloud-based solutions
- Integrated environmental and sustainability principles into operational procedures and decision processes.
- Reduced the need for travel, utilise public and sustainable transport
- Not prioritise funding needs ahead of sustainability requirements.
- Encourage and facilitate feedback and suggestions from stakeholders to improve good practice.

## Carbon Reduction Strategy

We are now implementing further measures such as:

### WORKING REMOTELY

Remote work has been linked to improved air quality and reductions in greenhouse gas emissions, fossil fuel usage, and water pollution. Working remotely eliminates the need for a daily commute, which in turn reduces the amount of CO2 emissions each commuter generates. Studies found that staying home four days a week can reduce nitrogen dioxide emissions by around 10%. Our employees work from home full time and are supported from induction and onboarding throughout their career at Planned Link to make positive, greener choices.

As a digitally-led business, we have already adopted a paperless policy when it comes to communication. All our correspondence including important signatory documents are digital and employees are encouraged to use meeting technologies and project sharing platforms to eliminate paper waste. We require only minimal any printing technologies as our needs for items such as expense receipts, train tickets etc are fulfilled via digital software or mobile applications.

#### Actions:

- Any paper that is deemed crucial is sourced from recycled materials and through low impact supply chains via ethical companies.
- Any waste paper is recycled via the proper channels with individual employees taking personal responsibility.
- Digital communications and meetings are kept to a minimum.

### MINIMISE TRAVEL

As a digital SME, we utilise online meeting technologies as often as possible but recognise that in order to build strong relationships, sometimes meeting face to face is crucial. In these unavoidable instances, we encourage employees to continue to utilise public and sustainable forms of transport. Moving forward we will also create reviews of travel activities so that we can monitor carbon footprint for future comparison reporting.

#### Actions:

- No unnecessary travel
- Continue to utilise video meeting technologies wherever possible

### DEVICE USE

The buying and use of devices, hardware and laptops also create carbon emissions footprints, with the transportation of devices causing the highest impact. Planned Link currently only run 3 laptops for the entire business, employees use an online phone system

through their laptops and utilise their business mobiles for business calls. All of our operational platforms are cloud based from carefully chosen providers and we utilise device recycling schemes.

**Actions:**

- Future purchases are to be rated on emissions and energy ratings
- Future purchase to follow supplier chain questions around logistics, transport impact etc

## **Declaration and Sign Off**

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard<sup>4</sup> and uses the appropriate Government emission conversion factors for greenhouse gas company reporting<sup>5</sup>.

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard<sup>6</sup>.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

### **Signed on behalf of the Supplier:**

.....Christopher Rimmer.....

Date: .....01/03/2025.....

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<sup>4</sup><https://ghgprotocol.org/corporate-standard>

<sup>5</sup><https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

<sup>6</sup><https://ghgprotocol.org/standards/scope-3-standard>